

**RECORD OF INSPECTION and/or  
DELIVERY OF COPIES**

**Inspection of Public Records**

Date \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Person Inspecting Records

\_\_\_\_\_  
Name Signature

Staff Person in Attendance

\_\_\_\_\_  
Name Signature

Records Reviewed (describe)

**Copies of Public Records**

<u>Record</u>	<u>No. Pages</u>	<u>Delivery Method</u> (mail, e-mail, etc.)	<u>Date of Delivery</u>	<u>Cost (if any)</u>	<u>Date and Method of Payment</u>
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Staff Person Providing Copies \_\_\_\_\_  
Name Signature